

2010 DECENNIAL BUSINESS REVIEW PROJECT

Attachment A

Type	Operation, Process or Contract	Start Date	End Date	Estimated Fiscal Impact	Decennial/FLD Contact Person or COTR / Phone Number	Procedure / Manual Reference	Procedure Status (Draft / Reviewed / Completed)	Admin Div	Administrative Subject Matter Expert
B	BankCard Checks - Vendors		6/30/2009	\$0.00	Connie Murray	If used, will be in the 501 and 520 manuals, not currently used so not in the manuals. FIN and ACQ are still working out the process on how to pay vendors who do not accept credit card. In the past, the convenience checks were used; however, ACQ does not want that method used in 2010.		ACQ	Peter Sefton
B	Bankcard Checks - Cultural Facilitators/Salary	4/21/2008	7/12/2008	\$0.00	Cathy Lacy	See above.		ACQ	Peter Sefton
B	Credit Cards (LCO/RCC)	8/1/2006	6/30/2009		Tim Devine/Connie Murray	RCC Admin Manual, D-520. Connie Murray will ensure that the procedures are up to date.		ACQ	Peter Sefton
C	Local Recruiting Ad Placements by 8(a) Ad Agency	10/1/2007	5/1/2010	\$1,000,000 + per region	Linda Clark	Memorandum and D-517 M5, Supervision and Management of Recruiting. We are not using 8(a) placement agency process for dress rehearsal. In early to mid 2008 we will have our first National Recruiting Conference for the 2010 Census and will provide Regional Recruiters with information on how to use the 8(a) companies.	The D-517 M5 will just tell the AMR that all recruiting ads must be placed through the Regional Recruiter. It will be revised beginning in mid-2007.	ACQ	Peter Sefton
C	Recruiting Ad Placement	10/1/2007	5/1/2010	\$17,500,000.00	Linda Clark			ACQ	Peter Sefton
	Rental of Applicant Testing and Training Space							ACQ	Peter Sefton
C	Recruiting Direct Mailings	10/1/2009	3/15/2010	\$5,400,000.00	Linda Clark	From Sari Anderson: Procedures for using direct mailings will be provided to Regional Census Center Managers (specifically the Regional Recruiters) at National Recruiting Conferences and via memorandum. Information provided to Local Census Office Assistant Manager for Recruiting will be in the D-517 M5, Supervision and Management of Recruiting	The D-517 M5 will just tell the AMR that direct mailing is a last resort and must be placed through the Regional Recruiter. It will be revised beginning in mid-2007.	ACSD	Eric Smith
D	Lease and Build Out LCOs	1/2/2007	12/31/2008		Janet Cummings	DX-1151, Space and Leasing		ACSD	Jessica Hamilton
D	Lease and Build Out RCCs (2010 Only)				Janet Cummings	DX-1151, Space and Leasing		ACSD	Jessica Hamilton
D	Mail Management					Will need to check the RCC & LCO Admin Manual		ACSD	Eric Smith
D	Operate LCOs - Utilities	1/2/2007	12/31/2008		Janet Cummings	From GSA through ACSD		ACSD	Jessica Hamilton
D	Operate RCCs - Utilities				Janet Cummings	From GSA through ACSD		ACSD	Jessica Hamilton
D	Printing					2010 Census Logistics Planning & Operations Memo 08-01; 2010 Census Field Implementation Memo 08-05; Field locations can order printing under these memos (FedEx/Kinkos). All major printing is ordered through HQ		ACSD	Jessica Hamilton
D	Shipping Costs (overnight carriers)	8/1/2006	6/30/2009		Janet Cummings	MAB Memoranda		ACSD	

2010 DECENNIAL BUSINESS REVIEW PROJECT

Attachment A

Type	Operation, Process or Contract	Start Date	End Date	Estimated Fiscal Impact	Decennial/FLD Contact Person or COTR / Phone Number	Procedure / Manual Reference	Procedure Status (Draft / Reviewed / Completed)	Admin Div	Administrative Subject Matter Expert
B	Special Travel Programs for Alaska	8/1/2009	9/30/2010	AE Travel Service - \$1,000,000 Direct Billing - \$650,000 Purchase Orders - \$55,000 Travelers Checks - \$7,000 Purchase Card - \$3,000	Cathy Lacy/Connie Murray	The procedures will be in a memo from the DAPPS staff, with input from MAB.		ACSD - Travel ACQ - Pcard & PO's	ACSD - Elaine Russell ACQ - Peter Sefton
B	Capturing Costs for Key Activities and Major Contracts			N/A	Swynice Matthews	Budget will conduct an annual review of project and framework structure		BUD	Swynice Matthews
D	LUCA Address Office	9/1/2008	4/1/2010	\$3,000,000+	Al Pheiffer	No Administrative Role	Completed	BUD	
D	LCO Furniture	11/3/2006	1/2/2006		Janet Cummings/FDCA COTR	DX-986, Property Management Manual-FDCA and Non-FDCA Property. Furniture is ordered and managed by Field Logistics at Census HQ.	First draft review completed 12/21; second draft late Jan. 07	COMP	Bill Johnson
D	LCO Office Auto Equip	11/3/2006	1/2/2006		Janet Cummings/FDCA COTR	DX-986, Property Management Manual-FDCA and Non-FDCA Property; ACSD and ADFA weekly Internal Working Group meetings with Harris and FDCA PMO officials.	Ongoing	ADFA/ ACSD	Gary Gilbertson/Eric Smith
D	LCO Supplies	11/3/2006	1/2/2006		Janet Cummings/FDCA COTR	LCO Opening Manual & Logistics Memoranda		COMP	Andy Moxam
D	Initial Shipping Costs to Open LCO	11/3/2006	1/2/2006		Janet Cummings/Bill Johnson	Andy Moxam participation in Project Management Review meetings and as award fee official		COMP	Andy Moxam
E	DRIS Contract	10/5/2006	9/30/2010		Tracy Wessler	Andy Moxam participation in Project Management Review meetings and as award fee official		COMP	Andy Moxam
E	FDCA Hand Held Equip				Ed Wagner	ACSD and ADFO weekly Internal Working Group meetings with Harris and FDCA officials	Ongoing	ADFA/ ACSD	Gary Gilbertson/Eric Smith
E	FDCA HQ Contract	5/1/2006	12/31/2010		Ed Wagner	FDCA PMO participation in Project Management Review meetings and as award fee official. Contract has been modified to a combination of fixed-price, incentive fee and fixed fee.	Ongoing	DACMO	Patty McGuire
E	FDCA LCO Equip	11/3/2006	1/2/2006		Janet Cummings	DACMO to provide a monthly AMS report of OCE equipment by LCO, which will be monitored by ADFA for accuracy and completeness. ACSD and ADFA representatives meet weekly with Harris and FDCA PMO officials.	Draft/Ongoing	ADFA/ ACSD	Gary Gilbertson/Eric Smith
E	FDCA Processing Office Equip	11/3/2006	1/2/2006		Ed Wagner	ACSD and ADFO weekly Internal Working Group meetings with Harris and FDCA officials	Ongoing	ADFA/ ACSD	Gary Gilbertson/Eric Smith
	MAF/TIGER Contract					Andy Moxam participation in Project Management Review meetings and as award fee official	Completed	COMP	Andy Moxam
	DADS II Contract					Andy Moxam participation in Project Management Review meetings		COMP	Andy Moxam

2010 DECENNIAL BUSINESS REVIEW PROJECT

Attachment A

Type	Operation, Process or Contract	Start Date	End Date	Estimated Fiscal Impact	Decennial/FLD Contact Person or COTR / Phone Number	Procedure / Manual Reference	Procedure Status (Draft / Reviewed / Completed)	Admin Div	Administrative Subject Matter Expert
	Advertising Contract					Burton Weist participation in Project Management Review meetings		ADCOM	Burton Weist
A	Year End Tax Processing	8/1/2006	9/30/2010		Kellie Mason	DX-581, Chapter 20		FIN	Ozell Sanders
A/B	Travelers Check Program	8/1/2006	9/30/2010	\$300,000.00	Amy Jackson	DX-501, Chapter 11, Topic 3, Admin Memo # 05-20 DX-520, Chapter 5, Payroll Administration		FIN	Gary Gilbertson
A	Automate Replacement Checks	8/1/2006	9/30/2010	\$10,950.00	Kellie Mason/Amy Jackson	DX-520, Chapter 5, Payroll Administration		HR	Mark Holdrege/Jodee Pritchett
A	Back Pay/Interest Calculations	8/1/2006	9/30/2010	\$0.00	Kellie Mason/Amy Jackson	DX-581, Chapter 16, Retroactive Pay		HR	Mark Holdrege/Jodee Pritchett
A	DAPPS Payroll	10/2/2006	6/30/2009	\$7,500,000.00	Kellie Mason/Amy Jackson	DX-581, DAPPS Introduction Guide		HR	Mark Holdrege/Jodee Pritchett
A	Fed/St/LocTax Program Maintenance	8/1/2006	9/30/2010	\$0.00	Kellie Mason/Amy Jackson	DX-520, Chapter 5, Payroll Administration DX-581, Chapter 18, Payroll Interfaces and Tax Reports		HR	Mark Holdrege/Jodee Pritchett
A	FEDTAX Program	8/1/2006	9/30/2010	\$0.00	Kellie Mason/Amy Jackson	DX-520, Chapter 5, Payroll Administration DX-581, Chapter 18, Payroll Interfaces and Tax Reports		HR	Mark Holdrege/Jodee Pritchett
A	Garnishments	8/1/2006	9/30/2010	\$0.00	Kellie Mason/Amy Jackson	DX-581, Chapter 12, Other Payments and Deductions		HR	Mark Holdrege/Jodee Pritchett
A	Missing Checks/Payments Process	8/1/2006	9/30/2010	\$10,950.00	Kellie Mason/Amy Jackson	DX-520, Chapter 5, Payroll Administration		HR	Mark Holdrege/Jodee Pritchett
A	NFC Payroll Processing (for RCC Staff)	8/1/2006	9/30/2010	\$39,000,000.00	Kellie Mason/Amy Jackson	DX-520, Chapter 5, Payroll Administration		HR	Mark Holdrege/Jodee Pritchett
A	Overpayments Processing	8/1/2006	9/30/2010	\$80,000.00	Kellie Mason/Amy Jackson	DX-581, Chapter 19, Off-Cycle Adjustments		HR	Mark Holdrege/Jodee Pritchett
A	Unemployment Comp. Program	8/1/2006	9/30/2010	\$100,000,000.00	Amy Jackson			HR	Mark Holdrege/Jodee Pritchett
A	Workers Comp - Past Cases			\$40,000,000.00		George Barnett will add to FAM.		HR	George Barnett, Kathy Mattingly
A	Workers Comp - 2010 Management					George Barnett will add to FAM.		HR	George Barnett, Kathy Mattingly

Type Legend:

- A Payroll
- B Finance
- C Advertising
- D Logistics
- E Major Contracts

2010 DECENNIAL BUSINESS REVIEW PROJECT

Cell: B1

Comment: List the name of the event that will occur: for example, convenience checks, Field data collection automation contract, etc.

Add additional rows if needed

Cell: C1

Comment: Column formatted as "mon-dd-yyyy"

Cell: D1

Comment: Column formatted as "mon-dd-yyyy"

Cell: E1

Comment: Estimate when the volume or costs will be highest, if applicable. If not applicable, enter "N/A"

Cell: G1

Comment: A rough estimate of the total costs (for the division) associated with the event of \$500,000 or greater

Cell: H1

Comment: May include any of the following: monthly invoice, online payment and collections (IPAC, specify whether weekly, monthly, or quarterly)

Cell: I1

Comment: Headquarters or NPC staff contacts

Cell: J1

Comment: Reference any written documentation that describes the event and how payments are to be made or fiscal reporting will occur. This will help prepare for the annual fiscal audit